UMass Boston E-Mail Account Request Form

Graduate, Teaching, or Research Assistants

1. Please type or print clearly
2. Get authorizing signature(s)
3. Return completed form to: IT Service Desk, Healey, 3rd floor, Attn: E-mail Account

Full name: ____________________________ Student UMS Number: ________________
                                      Last name    first name    middle initial

Existing student email address: ____________________________ Date: ________________

Department: __________________________________________________________________________________

Campus Address (bldg./floor/room): __________________________________________________________________

University policy requires that e-mail address be a true representation of the user. The standard format is:
    firstname.lastname@umb.edu           Example: john.doe@umb.edu

Account Type:   Graduate Assistant   Teaching Assistant   Research Assistant

Name of Sponsoring Faculty: ________________________________________________________________

Email address of Faculty: ________________________________________________________________

The sponsoring faculty member is the owner of the account and is responsible for all activity. The sponsoring faculty must inform the IT Services Desk when the student’s status changes.

Briefly describe why you need this account: __________________________________________________________
                                                                                                  __________________________________________________________
                                                                                                  __________________________________________________________
                                                                                                  __________________________________________________________

Applicant: ______________________________________________________ Date: ________________

                        (Signature)

Department Head: ______________________________________________ Date: ________________

                        (Signature)

Questions? Please send email to ITServiceDesk@umb.edu or call 617-287-5220